



LATINO & LATIN AMERICAN SPACE FOR ENRICHMENT AND RESEARCH

MENTOR MANUAL



The LASER Mentors: As a LASER Mentor, it is your job to serve as an academic role model and bridge builder between Latinos in high school and OSU. The overall goal of the program is to expand the presence of Latinos in higher education as well as to enrich the undergraduate research experience in college.

Watch this video **ASAP:** <http://laser.osu.edu/about/mentorprogram/mentor-info>

Expectations:

- You are expected to show up on time, be consistently meeting each week, communicate effectively with your mentee, come prepared to each meeting, keep a record of all activities and progress, maintain full and focused attention on your mentee, and to answer all questions they have or direct them to the appropriate places to find answers.
- Undergraduate Mentors must fill out end of semester LASER survey, and attend one LASER sponsored or endorsed event per semester, as well as meet with their mentee regularly, in order to receive book scholarship.

What is not expected of you:

- You are not expected to provide food, clothing, or shelter to your mentee. Also do not provide them with entertainment such as taking them to movies and other non-educational events. You are not expected to spend your personal money on anything they need for any purposes. If you would like to obtain a particular book to help your mentee, contact Elena or Frederick.
- You are also not to simply provide answers or complete assignments for the student. Finally, mentees must find their own means of transportation to and from the mentoring site.

The Manual: The purpose of this manual is to serve as a guide to mentors. It does not need to be followed week by week, but it does provide mentors with relevant activities in order to ensure both mentor and mentee get the most out of their time with LASER.

Tips for Success:

- Document progress and activities
- Use the resources provided by LASER
- Come prepared to each meeting
- Ask your fellow mentors for help
- Contact Elena and Frederick about important concerns
- HAVE FUN!



WEEK ONE: Introduction

Welcome to LASER! The first meeting with you and your mentee is the perfect opportunity to get to know each other. This meeting can be very informal and relaxed. Discover why your mentee decided to join the LASER program and what he/she hopes to get out of this program.

- Potential topics of discussion:
 - Where are you from? How is it similar to/different from Columbus?
 - What is your favorite subject?
 - Describe your major and why you chose it
 - Why did you join LASER? How did you hear about LASER?
 - What are some goals you wish to achieve this semester?
 - Complete the attached worksheet to identify objectives for the semester
 - Below is a link to a fun icebreaker activity:
 - <http://www.icebreakers.ws/small-group/two-truths-and-a-lie.html>
-

SEMANA UNO: Introducción

¡Bienvenidos a LASER! La primera reunión con usted y su mentee presenta la oportunidad perfecta para llegar a conocerse. Esta reunión puede ser muy informal y relajada. Descubra por qué su mentee ingresó al programa LASER y lo que espera lograr durante el semestre.

- Temas de discusión potenciales:
 - ¿De dónde es? ¿Cómo es semejante/diferente de Columbus?
 - ¿Qué es su clase favorita?
 - Describe su especialización y por qué la escogió
 - ¿Por qué ingresó al programa LASER? ¿Cómo oyó lo de LASER?
 - ¿Qué son unas metas que quiere realizar este semestre?
- Complete la hoja adjunta para identificar objetivos para el semestre
- Debajo está un enlace de un actividad de un rompehielos divertido:
 - <http://www.icebreakers.ws/small-group/two-truths-and-a-lie.html>



Mentorship Learning Objective Plan

Date:

Exchange Mentor/Mentee Contact information:

Projected start and end dates for the mentorship:
(Ideally one semester at a time)

Expected number of hours and days per week:

Goal(s) of the mentorship:

(the big picture goal of the project ie get into a 4 year college, graduate school, improve grades, pick a major, find an internship, find research, make myself a stronger candidate for job/school)

Objective(s) of the mentorship

(Specific knowledge, skills, and abilities to be developed ie I want better grades, so I will learn better time management, communication with professors, personal influences on academics, and to find resources outside of class)

Resources required:

LASER Scholar Mentee Signature: _____ Date: _____

LASER Scholar Mentor Signature: _____ Date: _____



WEEK TWO: Tour of Campus Part 1

OSU is a large and exciting campus that offers students many valuable opportunities. Below are several locations around campus that are noteworthy and would be enjoyable to visit with your mentee.

Ohio Union – The union is a great gathering spot for students. It was rebuilt and reopened in 2010 and has plenty of places to study, the Archie Griffin Grand Ballroom, a cafeteria, a pizza joint called “Woody’s Tavern” and a diner called “Sloopy’s.” Students can stop by the union for career fairs and movie nights.

Mendenhall Laboratory – Built in 1905. This is a typical campus building in which classes are held. The Writing Center is located here, where students can stop by to get help with research, resumes, and reports.

The Oval – At the heart of campus, this is a great place to relax or be active. In the summer it’s called oval beach, because students like to tan here on sunny days.

The William Oxley Thompson Memorial Library – This is OSU’s main library. It houses 1.25 million volumes of books, 230 computers, 1800 study seats and a café.

Mirror Lake & Mirror Lake Creamery and Grill – This is a campus landmark. Enjoy a milkshake or ice cream and relax by the lake. Every year, students jump into the lake during the week OSU’s football team plays their rival, Michigan.

Visit <http://www.osu.edu/visitors/> for a virtual tour of campus (bottom of page).



SEMANA DOS: Tour de campus parte 1

OSU es un campus grande y emocionante que les ofrece a estudiantes muchas oportunidades valiosas. Debajo están unos lugares en campus que son dignos de atención y sería divertido visitar con su mentee.

Ohio Union – El Union es un perfecto punto de reunión para estudiantes. Fue reconstruido y reabierto en 2010 y tiene muchos sitios para estudiar, el Archie Griffin Grand Ballroom, una cafetería, una pizzería llamada “Woody’s Tavern” y un restaurante llamado “Sloopys”. Los estudiantes pueden asistir a las ferias del empleos o mirar películas aquí.

El Laboratorio Mendenhall – Construido en 1905, este edificio es un edificio típico de campus en que tiene clases. Se encuentra el centro de escritura aquí. Los estudiantes pueden venir al centro para obtener ayuda con investigación, curriculumes y reportes.

El Ovalo – En el corazón de campus, esto es un lugar perfecto para relajarse o ser activos. En el verano, se llama la playa óvala, porque a los estudiantes les gusta broncearse en el césped durante días soleados.

La Biblioteca Memorial de William Oxley Thompson – La biblioteca principal de OSU. Tiene 1.25 millones de libros, 230 computadoras, 1800s asientos para estudiar y un café.

Lago Espejo y Restaurante Lago Espejo – Un emblemático de campus. Disfruta un batido o un helado y relájate por el lago. Cada año, unos estudiantes saltan en el lago durante la semana en que el equipo de fútbol americano juega contra su rival, Michigan.



WEEK THREE: Tour of Campus Part 2

North campus is also full of interesting locations to explore with your mentee.

Fisher College of Business – This is the top-ranked business school. Beside that is the Blackwell Inn, OSU's four-star hotel.

Ohio Stadium – Completed in 1922, the stadium is shaped like a horseshoe and can hold 105,000 fans for each football game. Go Buckeyes!

The Recreation and Physical Activity Center (RPAC) – This is the largest recreation center of all colleges in the nation. It houses 8 basketball courts, 10 racquetball courts, 25,000 square feet of fitness space, pools, hot tubs, and more.

The Science and Engineering Library (SEL) – One of OSU's 17 libraries. This is a great place to study. Located here is also a computer lab.

Wexner Center for the Arts – This is a research lab and center for contemporary art, film, dance, and other performances. There are often exhibits on display or performances to watch free to students.

SEMANA TRES: Tour de campus parte 2

El norte de campus también tiene lugares interesantes que puede explorar con su mentee.

La Escuela de Negocios Fisher – La escuela de negocios primero en ranking. Al lado está el Hotel Blackwell, el hotel de OSU de cuatro estrellas.

El Estadio Ohio – Terminado en 1922, el estadio tiene un forma de una herradura y puede alojar 105,000 personas.

El Centro de Recreación y Actividad Física – El centro de recreación de universidades más grande de la nación. Tiene 8 canchas de básquet, 10 canchas de raquetbol, 25,000 pies cuadrados de espacio, piscinas, jacuzzis y más.

La Biblioteca de Ciencias y Ingeniería – Una de las 17 bibliotecas en campus. Es un perfecto lugar para estudiar. Aquí también está un laboratorio de computadoras.

El Centro Wexner de los Artes – Un laboratorio de investigación y un centro de arte contemporáneo, film, baile y otras representaciones. Muchas veces hay exhibiciones o representaciones gratis por estudiantes.



WEEK FOUR: Career Exploration

This week, help your mentee explore possible careers. The Bureau of Labor Statistics offers students an interactive website to learn more about many different careers, including descriptions, education requirements, and salaries.

<http://www.bls.gov/k12/content/students/careers/career-exploration.htm>

Your mentee can also take the **Myers–Briggs Type Indicator (MBTI)** assessment. This is a questionnaire that measures how individuals perceive the world and make decisions. Based on the answers, participants are given 1 of 16 personality types. Your mentee can complete the questionnaire at the website below as well as read descriptions that interpret the results.

<http://www.16personalities.com/free-personality-test>

Mentees can visit the below website to see what careers are associated with their results from the Myers-Briggs Indicator.

<http://www.personalitypage.com/careers.html>

SEMANA CUATRO: Exploración de carreras

Esta semana, ayude a su mentee explorar carreras posibles. El Departamento de Estadísticas Laborales ofrece a estudiantes un sitio web interactivo para aprender sobre varias carreras, incluyendo las descripciones, los requisitos de educación, y los sueldos.

<http://www.bls.gov/k12/content/students/careers/career-exploration.htm>

Su mentee también puede completar el **Indicador de Myers-Briggs**. Esto es un cuestionario que mide cómo se percibe el mundo y se hace decisiones. Basado en las respuestas, los participantes son dados 1 de 16 tipos de personalidad. Su mentee puede completar el cuestionario en el sitio web debajo y también leer las descripciones que interpretan las repuestas.

<http://www.16personalities.com/free-personality-test>

Mentees pueden visitar el sitio web debajo para descubrir las carreras que son asociadas con sus repuestas del Indicador de Myers-Briggs.

<http://www.personalitypage.com/careers.html>



WEEK FIVE: Build a Resume

A resume is a written compilation of your education, work experience, extracurricular activities and accomplishments. While it is important to have when applying for jobs, this can also be a good way to start organizing information needed for college applications. Colleges look for more than just grades, so it is beneficial to get involved with school or community programs.

Attached is a template for a resume. Help your mentee start a basic resume so that when applying for colleges most of their information is in one place. Under Education, fill in your GPA and any awards or achievements received. Under Work Experience, list any jobs held and the duties performed. Finally, under Extracurricular activities, list any sports, clubs, or volunteering your mentee has participated in.

SEMANA CINCO: Crear un Curriculum vitae

Un curriculum vitae es una compilación escrita de su educación, experiencia laboral, actividades extracurriculares y logros. Mientras es importante tener al solicitar un empleo, también se puede usar su curriculum vitae para organizar la información que se necesita para su solicitud de ingreso a universidad. Las universidades no sólo son interesados en las notas, por eso es beneficioso involucrarse con un programa de la escuela o la comunidad.

Adjunto es un ejemplo por el curriculum vitae. Ayude a su mentee empezar un curriculum vitae básico para que al solicitar las universidades la mayoría de su información está en un lugar. Para Educación, añada su GPA y premios o logros ha recibido. Para Experiencia Laboral, añada sus empleos trabajados y sus deberes. Finalmente, para Actividades Extracurriculares, enumere los deportes, los clubes, o las actividades de servicio en que ha participado.



FIRST NAME LAST NAME

Address

Mobile: xxx.xxx.xxxx E-mail:

EDUCATION

HIGH SCHOOL OR UNIVERSITY

City, State

- GPA: x.xx/4.00
- Admitted to University Honors Program, insert what this actually means

WORK EXPERIENCE

Job

Position 2 (If you were promoted)

City, State

Month YYYY – Month YYYY

- Insert task 1 details and result
- Insert task 2: details and result.

Job

Position

City, State

Month YYYY – Month YYYY

- Insert task 1 details and result
- Insert task 2: details and result.

EXTRACURRICULAR ACTIVITIES

Job

Position 2 (If you were promoted)

City, State

Month YYYY – Month YYYY

- Insert task 1 details and result
- Insert task 2: details and result.

Job

Position

City, State

Month YYYY – Month YYYY

- Insert task 1 details and result
- Insert task 2: details and result.

ADDITIONAL

- Interests include x, y, and z
- Fun fact



WEEK SIX: ACT Prep for Math

The ACT is a national college admissions examination. It has five timed sections. The next four weeks will consist of preparing your mentee for this exam.

The math test has 60 questions and you will have 60 minutes to complete it. What type of Math should you expect on the test?

- Pre-Algebra (20-25%)
- Elementary Algebra (15-20%)
- Intermediate Algebra (15-20%)
- Coordinate Geometry (15-20%)
- Plane Geometry (20-25%)
- Trigonometry (5-10%)

For practice questions visit:

- http://www.actstudent.org/sampletest/math/math_01.html
 - <http://www.dummies.com/how-to/content/practice-mathematics-test-1-for-the-act-60-questio.html>
 - <http://www.4tests.com/act>
 - <https://uniontestprep.com/act/practice-test/mathematics/pages/1/>
-

SEMANA SEIS: Preparación por Matemáticas por la prueba ACT

La prueba ACT es un examen nacional de admisión para la universidad. Tiene cinco partes con tiempo limitado. Durante los siguientes cuatro semanas, ayude a su mentee prepararse para la prueba.

La prueba de matemáticas tiene 60 preguntas y usted tiene 60 minutos por completarlo. ¿Qué tipo de matemáticas que debe esperar?

- Pre-Álgebra (20-25%)
- Álgebra Elemental (15-20%)
- Álgebra Intermedio (15-20%)
- Geometría de Coordenadas (15-20%)
- Geometría Plana (20-25%)
- Trigonometría (5-10%)

Por preguntas de práctica visite:

- http://www.actstudent.org/sampletest/math/math_01.html
- <http://www.dummies.com/how-to/content/practice-mathematics-test-1-for-the-act-60-questio.html>
- <http://www.4tests.com/act>
- <https://uniontestprep.com/act/practice-test/mathematics/pages/1/>



WEEK SEVEN: ACT Prep for Reading

The reading test has 40 questions and you will have 35 minutes to complete it.
What type of content is on the test?

- Social Studies (25%)
- Natural Sciences (25%)
- Literary Narrative or Propose Fiction (25%)
- Humanities (25%)

For practice questions visit:

- http://www.actstudent.org/sampletest/reading/read_01.html
 - <http://www.dummies.com/how-to/content/lsat-test-prep-reading-comprehension-practice.html>
 - <http://www.4tests.com/exams/questions.asp?exid=24851922&googlebot=13>
 - <https://uniontestprep.com/act/practice-test/english/pages/1/>
-

SEMANA SIETE: Preparación por La Lectura por la prueba ACT

La prueba de lectura tiene 40 preguntas y usted tiene 35 minutos por completarlo.
¿Qué tipo de contenido está en la prueba?

- Estudios Sociales (25%)
- Ciencias Naturales (25%)
- Narración literaria or Proponer Ficción (25%)
- Humanidades (25%)

Por preguntas de práctica visite:

- http://www.actstudent.org/sampletest/reading/read_01.html
- <http://www.dummies.com/how-to/content/lsat-test-prep-reading-comprehension-practice.html>
- <http://www.4tests.com/exams/questions.asp?exid=24851922&googlebot=13>
- <https://uniontestprep.com/act/practice-test/english/pages/1/>



WEEK EIGHT: ACT Prep for English

The English test has 75 questions and you will have 45 minutes to complete it.
What type of content is on the test?

- Usage/Mechanics
 - Punctuation (10-15%)
 - Grammar and usage (15-20%)
 - Sentence structure (20-25%)
- Rhetorical Skills
 - Strategy (15-20%)
 - Organization (10-15%)
 - Style (15-20%)

For practice questions visit:

- <http://www.actstudent.org/writing/sample/>
 - <http://www.4tests.com/exams/questions.asp?exid=24852009&googlebot=13>
 - <https://uniontestprep.com/act/practice-test/english/pages/1/>
-

SEMANA OCHO: Preparación por Inglés por la prueba ACT

La prueba de inglés tiene 75 preguntas y usted tiene 45 minutos por completarlo.

¿Qué tipo de contenido está en la prueba?

- Uso/Mecánica
 - Puntuación (10-15%)
 - Gramática y el uso (15-20%)
 - La estructura o frase (20-25%)
- Habilidades retóricas
 - Estrategia (15-20%)
 - Organización (10-15%)
 - Estilo (15-20%)

Por preguntas de práctica visite:

- <http://www.actstudent.org/writing/sample/>
- <http://www.4tests.com/exams/questions.asp?exid=24852009&googlebot=13>
- <https://uniontestprep.com/act/practice-test/english/pages/1/>



WEEK NINE: ACT Prep for Writing

You have 30 minutes to write an essay for the test.

Hints for writing well:

- Pace yourself
- Write an outline
- Write
- Review your essay

For practice questions visit:

- <http://www.actstudent.org/writing/sample/>
 - <http://www.shmoop.com/act/about-act/act-writing/>
 - <https://www.sophia.org/preparing-for-college/act-test-preparation/writing>
-

SEMANA NUEVE: Preparación por La Escritura por la prueba ACT

Usted tiene 30 minutos por completar un ensayo por la prueba.

Consejos por escribiendo bien:

- Modera el ritmo de su ensayo
- Escriba un guión
- Escriba
- Revisa su ensayo

Por preguntas de práctica visite:

- <http://www.actstudent.org/writing/sample/>
- <http://www.4tests.com/exams/questions.asp?exid=24852009&googlebot=13>
- <https://uniontestprep.com/act/practice-test/english/pages/1/>



WEEK TEN: Scholarship Research

- Scholarship facts:
 - Scholarships are free money that you can receive to help pay for your college education.
 - Be careful, as there are many scam Websites out there. Only chose trusted Websites.
- Check with your college to see what type of scholarships are available to you OSU's Website:
<https://sfa.osu.edu/scholarships/index.asp?tab=b>
- Trusted scholarship Web sites:
 - www.fastweb.com
 - <http://careerinfonet.org/>
 - <https://studentaid.ed.gov/types/grants-scholarships/finding-scholarships>
 - <http://www.state.gov/m/dghr/flo/c21963.htm>
- Trusted Hispanic scholarship Web sites:
 - <http://www.adelantefund.org/#!scholarships/crij>
 - <http://lulac.org/programs/education/scholarships/>
 - <http://hsf.net/new//en/scholarships/>
 - <http://www.hispanicscholar.org/>
 - <http://www.fsyf.org/Scholarships>
 - <http://www.afsa.org/scholarships.aspx>

SEMANA DIEZ: La investigación de beca

- Hechos de becas:
 - Las becas son gratis y se puede ayudar en pagar por su matricula por su educación del colegio.
 - Ten cuidado porque hay muchos sitios fraudes, solo confia en sitios de confianza.
- Verifica con su colegio en que tipos de becas ofrecen o lo que está disponible en su Universidad. El sitio de OSU: <https://sfa.osu.edu/scholarships/index.asp?tab=b>
- Sitios de becas de confianza:
 - www.fastweb.com
 - <http://careerinfonet.org/>
 - <https://studentaid.ed.gov/types/grants-scholarships/finding-scholarships>
 - <http://www.state.gov/m/dghr/flo/c21963.htm>
- Sitios de becas hispanas de confianza:
 - <http://www.adelantefund.org/#!scholarships/crij>
 - <http://lulac.org/programs/education/scholarships/>
 - <http://hsf.net/new//en/scholarships/>
 - <http://www.hispanicscholar.org/>
 - <http://www.fsyf.org/Scholarships>
 - <http://www.afsa.org/scholarships.aspx>



WEEK ELEVEN: College Applications

- According to <http://apply.osu.edu/FR-columbus.html> Website the following are requirements:
 - Fill out a common application on www.commonapp.org
 - \$60 application fee (nonrefundable)
 - School forms
 - Recommendation letter from high school teacher or counselor
 - Official high school transcripts
 - Official ACT or SAT scores with writing
 - The following are tips all from www.educationplanner.org:
 - Know your deadlines
 - Read the instructions
 - Provide all of the requested information
 - Proofread many times
 - Keep copies of everything
 - Confirm you application materials have arrived
-

SEMANA ONCE: Las aplicaciones del colegio

- De acuerdo a <http://apply.osu.edu/FR-columbus.html> , la siguiente son requisitos:
 - Llena la aplicación en www.commonapp.org
 - \$60 tasa de solicitud (no reembolsable)
 - Formas de secundaria
 - Una carta de recomendación de su maestro de la secundaria o consejero
 - La transcripción oficial de la secundaria
 - Puntuaciones oficiales de ACT o SAT en escrito
- La siguiente son consejos de www.educationplanner.org:
 - Conoce sus plazos
 - Lee las instrucciones
 - Proporciona toda la información solicitada
 - Corrige pruebas muchas veces
 - Guarda copias de todo
 - Confirma que todos sus materiales han llegado



WEEK TWELVE: Conclusion

Thank you for participating in LASER! We hope this was a fun and enriching experience for both mentor and mentee. This week, share with each other what you both learned and your plans for the future.

Discussion questions:

- What was your favorite part of LASER?
- What did you learn about Ohio State?
- What did you learn about yourself?
- What are your goals for the near future?
- How are you planning to reach those goals?

SEMANA DOCE: Conclusiones

Gracias por su participación en el programa LASER! Esperamos que fuera una experiencia divertida y enriquecedora para ambos mentor y mentee. Esta semana, comparte entre sí lo que aprendían y sus planes para el futuro.

Preguntas de discusión:

- ¿Qué fue su parte favorita de LASER?
- ¿Qué aprendiste sobre Ohio State?
- ¿Qué aprendiste sobre tú mismo?
- ¿Qué son sus metas para el futuro?
- ¿Cómo vas a realizar esas metas?